



MASSIVE OPEN ONLINE COURSE

Work **Smarter** Not **Harder**



TIME MANAGEMENT FOR PERSONAL
AND PROFESSIONAL PRODUCTIVITY

Understanding of personal and professional awareness

Tools and techniques in goal setting, prioritization, scheduling

Delegation to overcome time management challenges and enhance productivity

Start Date: Sep 12, 2016

Register for Discussions (required):

<http://goo.gl/MSVi98>

**Sep 21, 28 and Oct 5, 12 (5:00 pm- 6:30 pm) at The American Center,
170 Ngoc Khanh, Hanoi**

Website: <https://vn.usembassy.gov/achanoi-public-events/>



Step 1:
Register for the
online course
<https://www.coursera.org/learn/work-smarter-not-harder>



Step 2:
Attend discussions
facilitated by
Tran Thi Thuy Trang
(Domino English School)
at the American Center



Step 3:
Receive a
certificate of
completion from the
U.S. Embassy